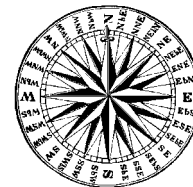


# THE AICS NAVIGATOR



Vol. 1 Issue 1.....SEPTEMBER 1997

## NEW FEATURES

### THE NAVIGATOR

The Navigator is a publication created by the AICS Development Unit to be archived as reference material. Its creation and design is for the purpose of providing support and user information in a reader friendly format. Questions, comments, and suggestions are valued by the staff and can be addressed by contacting Sgt. Joel Allen at 517/336-6424.

### NARRATIVE LOCK

AICS was designed to allow only one person to edit a narrative at a time. If someone attempts to "go into" a narrative that is open on another computer, they will receive a message that the narrative is in use. This is a narrative lock. You may open the narrative in a "read-only" mode which allows you to read and print but not make changes.

Narrative lock may also occur when the mainframe thinks the document is open even though it is closed. This occurs when a narrative is not closed properly by the individual computer. Common causes are general protection faults (memory failure) and power surges.

The message displayed is "Another user already has this narrative open for update. You are allowed read-only mode. Click 'yes' to get narrative lock information. Click 'no' to get narrative in read only mode." By clicking 'yes' to get narrative lock information, a type 4 (sergeant) or type 3 (post commander) can unlock the narrative.

A second way to unlock a narrative is for a type 4 (sergeant) or type 3 (post commander) to unlock the narrative by opening **SCREENS** from the menu bar and selecting **NARRATIVE LOCK INFO**. This will bring up a screen requesting the incident number of the narrative that is locked.

## COMMON QUESTIONS

### EXPIRED PASSWORDS

Each password is valid for 45 days. When a password expires, a new password can be issued to the user through the **USER PROFILE** screen.

To reissue a password, sign on to AICS:

- ☞ Select **USER PROFILE** found in the drop down menu under **SCREENS** and click **PREFILL**.
- ☞ Use the Actions box (in the upper left corner of the screen) and choose an action of **FST** and **TRANSMIT**. This will bring up an alphabetical listing of the user information for persons entered at your ORI.
- ☞ Use the Action box again with an action of **NXT** and **TRANSMIT**. This will bring up the next record; keep clicking **TRANSMIT** until you reach the user who needs a new password.

Note the message "password expired / access denied" displayed in blue letters across the bottom of the screen.

- ☞ Type in a **NEW PASSWORD** in the initial password box, change the action to **CHG** and **TRANSMIT**. **NOTE:** The password will continue to display in the user screen until that person has signed on using that password and/or the password is changed by the user in the change password screen.

### WHO CAN REISSUE A PASSWORD?

If a password expires for a type 5 user (trooper/secretary), then a type 4 (sergeant) or a type 3 (post commander or designee) must sign on to AICS and reissue the user's password.

If a type 4 (sergeant) password expires, then a type 3 (post commander or designee) must reissue the password.

A type 3 user's expired password can be reissued by another type 3 user (at the same ORI) or by contacting Lt. Nix, Sgt. Baughman or Sgt. Allen to have the password reissued 517/ 336-6411.

## THIS ISSUE

	Page
<b>NEW FEATURES</b>	
<b>NARRATIVE LOCK</b>	1
<b>COMMON QUESTIONS</b>	
<b>EXPIRED PASSWORDS</b>	1
<b>WHO CAN REISSUE A PASSWORD?</b>	1
<b>HIGHLIGHTS</b>	
<b>NARRATIVE RECOVERY</b>	2/3
<b>AICS STAFF</b>	2
<b>PROPERTY</b>	4
<b>WHAT IS MICR?</b>	4

For decades, law enforcement administrators have known that information is the life blood of an agency. The collaborative effort of law enforcement agencies is greatly enhanced if information is shared on a timely basis. The sharing of information among law enforcement agencies should not be constrained by jurisdictional boundaries. Increasing the knowledge base of law enforcement officers reduces the administrative overhead and contributes significantly toward crime solvability.

The Automated Incident Capture System (AICS) was designed to provide standardization for capturing incident based information that can be made available on-line to other law enforcement agencies. AICS is made up of various segments that capture information at various steps of an incident.

## Help! I've Lost My Narrative.

### Tips for Recovery of AICS On-Line Narratives

There are two times when a narrative will not be properly saved to the mainframe: 1) during transmission; and 2) while in the document typing. Auto restore is an AICS function that recovers your narrative if there is a problem with transmission. AutoSave is a Word for Windows function that, if setup properly, recovers the unsaved document when there is a break in power. The following is an explanation of the two and how they differ.

#### AUTO RESTORE

If the power is interrupted during the transmission of the narrative, the next time someone signs on to AICS, a message box will appear that asks if you wish to restore the narrative to the mainframe. Choose **YES** and the narrative will be saved properly.

#### NARRATIVE BACK-UPS

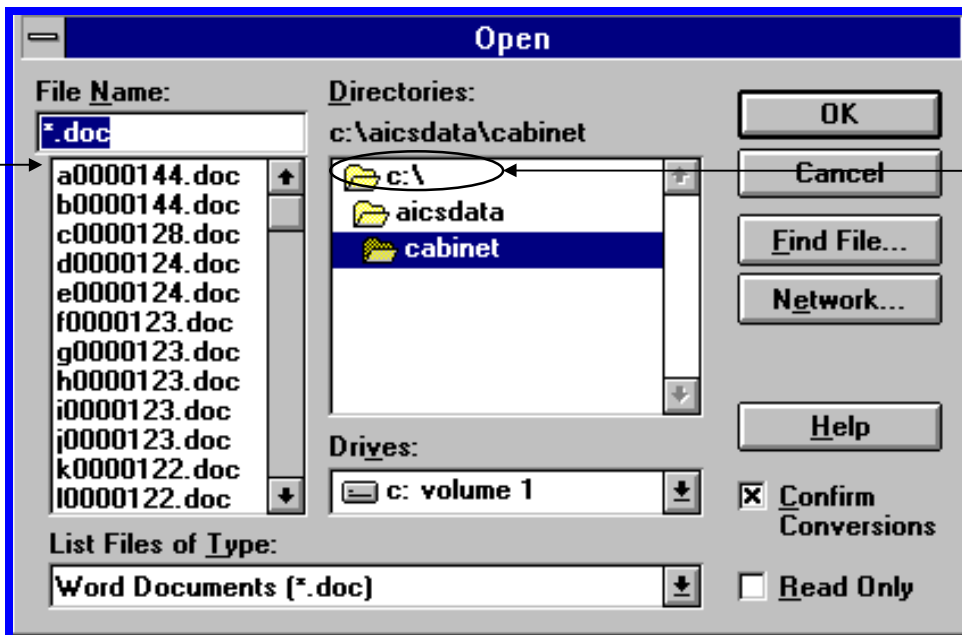
Each computer that is running AICS On-Line will automatically save the last 26 narratives created to its "C" drive upon a successful "exit/save". These narratives are stored in a sub-directory called **CABINET**, which is located in the **C:\AICSDATA** directory.

The narratives are stored "A" through "Z" with "A" being the most recently created narrative. When a new narrative is created, it is assigned to the letter "A" position and the narrative which had held the letter "A" position is moved to the "B" position. The narrative that had been in the letter "Z" position is removed.

#### LOCATION OF THE NARRATIVE BACK-UPS

To locate the 26 narratives :

- ⇒ Start AICS On-Line and **INQ** the incident number in the **ORIGINAL SCREEN**.
- ⇒ Open the narrative.
- ⇒ Select **FILE** on the Menu Bar and select the Menu Item **OPEN**.
- ⇒ Under the heading of Drives select drive "**C**".
- ⇒ Under Directories, double-click on **C:\**. The names of the directories listed will appear on the right side of the screen in alphabetical order.
- ⇒ Double-click on the **AICSDATA** directory and you will see the **CABINET** sub-directory.
- ⇒ Double-click on **CABINET** and the 26 narratives will be listed A-Z on the left side of the screen.
- ⇒ Locate the incident number of the narrative that you wish to recover and double click on it.
- ⇒ The narrative is now displayed on the screen.




#### AICS STAFF

Lt. Gary Nix	517/336-6415
Debra McClung	517/336-6182
Departmental Analyst	
Dawn Brinningstaull	517/336-6429
Departmental Analyst	
Bill Timmer	517/336-6411
Office Assistant	
Sgt. Jene Baughman	517/336-6656
Sgt. Joel Allen	517/336-6424
Tpr. Kim Meadows	517/336-6431
Tpr. Paul Holbrook	517/336-6472

## COPY THE RECOVERED NARRATIVE INTO AICS

You now have to copy this narrative to the clipboard and paste it into your AICS narrative.

- ✦ Click **EDIT** from the menu bar.
- ✦ Click on **SELECT ALL**.
- ✦ Click on **COPY** located on the Tool Bar. 
- ✦ Choose **FILE** from the menu bar and select **CLOSE**. (This will close the back-up copy and return you to your narrative. At the prompt: Do you want to save changes, select **NO**.)
- ✦ Back in your narrative, click on **EDIT**.
- ✦ Click on **SELECT ALL**.
- ✦ Click on **PASTE**. At Prompt "Do you want to replace the current selection?", select **YES**. The narrative will be recovered.
- ✦ Be sure to select **EXIT/SAVE** and then choose **YES** when asked if you want save it to the mainframe.

## NARRATIVE AUTOSAVE

Narrative AutoSave is a tool of Word for Windows that regularly saves the document that you are working on in the event of a power loss.

*This is different than auto restore for two reasons: 1) Auto restore is a function of AICS, not Word, and 2) Auto restore is enabled only when the power interruption is during transmission.*

If the power is interrupted **before** you **transmit**, the narrative will automatically be saved on that computer's "C" Drive. If the AutoSave has been set-up.

The next time someone signs onto AICS (on that computer) the narrative that was not saved will appear on the screen.

Click on **EXIT/SAVE** and choose **YES** to save to the mainframe.

## STEP 1: AUTOSAVE SET-UP

If AutoSave is not set up, there is no way to retrieve your document in the event of power loss. It must be set up at each work station.

1. While in Microsoft Word, choose **TOOLS** from the menu bar.
2. Select **OPTIONS**.
3. From Options box, select **SAVE**.
4. Under the heading of Save Options you will see: **Automatic Save Every**.
5. Click in the box on the left side of the above heading.
6. We suggest that you set this to save every **5 MINUTES**.

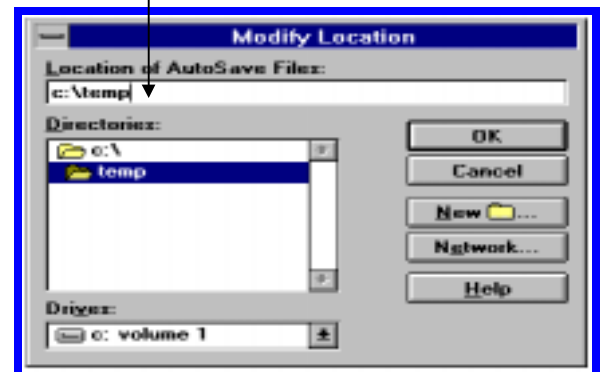
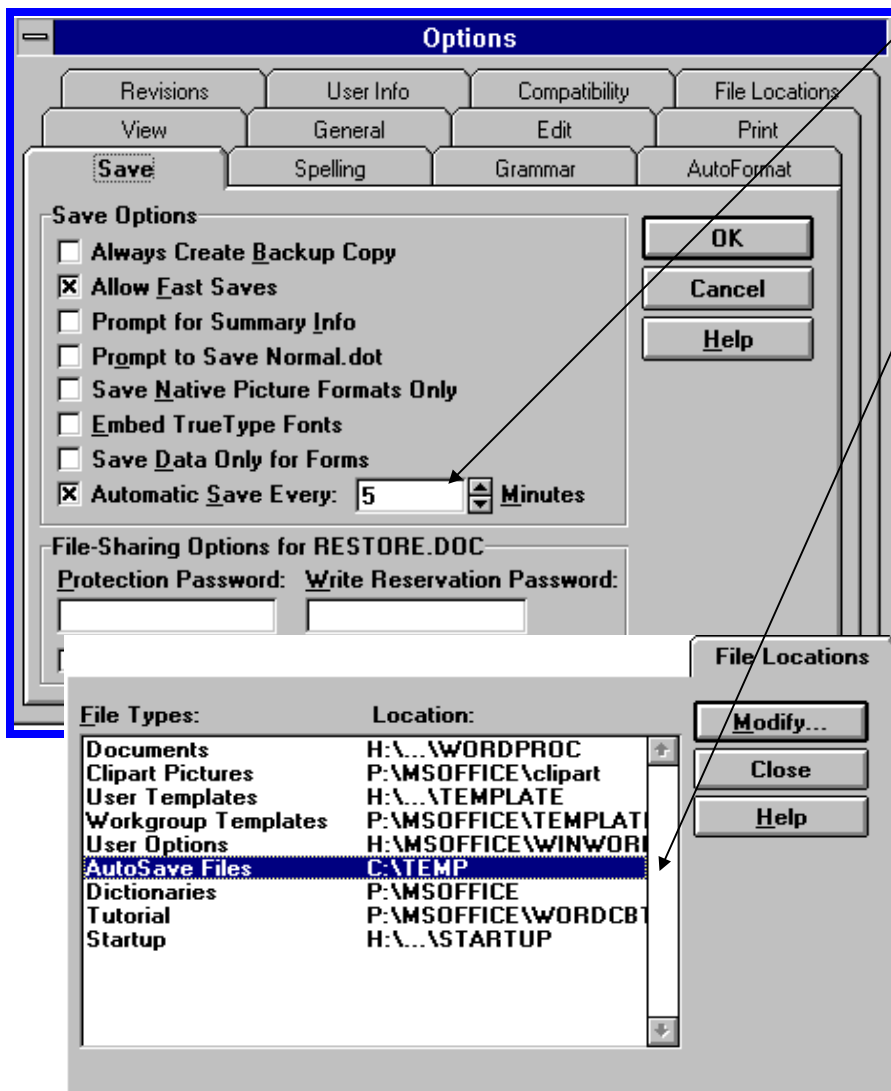
## STEP 2: FILE LOCATIONS

In the menu item **OPTIONS** (Microsoft Word choose Tools) is a heading of **File Locations**. This heading enables you to choose where the narratives will be saved..

When **File Locations** is selected, under the title of File Types will be **AutoSave Files** and a location to the right. The location should be C:\TEMP.

If the file location is NOT C:\TEMP, select the **MODIFY** button, and type in C:\TEMP in the text box titled "Location of AutoSave Files."

- ✦ Select **OKAY**.
- ✦ Select **CLOSE**.



---

---

# AICS PROPERTY SEGMENT

## MORE THAN A REPLACEMENT FOR THE UD-14

---

---

### DEVELOPMENT OF THE AICS PROPERTY SEGMENT

The Property Segment requires a new approach to property entry and management.

The property segment was designed with nine goals in mind. One time entry of a piece of property will:

1. Build a narrative.
2. Be searchable.
3. Interact with LEIN/NCIC.
4. Report to MICR\*\*.
5. Be inspectable.
6. Record forfeitures.
7. Track property from entry to disposal.
8. Create property labels.
9. Replace the UD-14.

### HOW THE PROPERTY SEGMENT WORKS

The Main Property Screen prompts you to select a category and reason for entry. Depending on the category chosen in the Main Property Screen, one of nine detailed property screens will appear. These nine screens allow an array of property to be narrowed down into seven searchable categories: Guns; Articles, Vehicles, Watercraft, Securities, Drugs, and Parts. The Miscellaneous Screen and Premises Screen were developed as free text screens for the entry of manufactured/trace evidence and seized/forfeited premises (*because they are free text, these screens are not searchable*).

### WHAT THE PROPERTY SEGMENT DOES

- Builds a narrative from the data entered into the different property screens.
- Creates a detailed property report that tracks the property from entry to final disposition.
- Creates a property label that describes the property item and can be affixed to the property.
- Prints a receipt that can be signed by both the releasing officer and the person receiving the property.



### WHAT THE PROPERTY SEGMENT WILL DO

- Allow searches by both property type and by the location from where the property was obtained.
- Interact with LEIN/ NCIC; allowing entry and cancellation of property directly from AICS.
- Report directly to MICR; eliminating the need to complete forms similar to the UD-104.
- The property labels are bar-coded and will save time when dropping property off at the lab and when inspecting the property room.

### THE DETAILED PROPERTY REPORT

Any changes to property are saved to the mainframe and are recorded in the Detailed Property Report (updating itself as additions or changes are made).

The report also creates a chain of custody by tracking property from entry to final disposition.

This report is meant to be a part of the incident report and should be printed out and attached.

### DETAILED PROPERTY REPORT VS. NARRATIVE

The Detailed Property Report is interactive and is a complete and current property record. The information contained in the Detailed Property Report need not be duplicated in the narrative. When the narrative is first created: the Property Segment will *paste* into the report descriptive information from the property record (not all the information from the record is included in the narrative).

The Detailed Property Report was designed to be printed and/or viewed at any time: creating a chain of custody and recording journal entries and final disposition information.

### WHAT IS MICR?

MICR, an acronym for Michigan Incident Reporting System, replaces the Incident Reporting System (UD-104) and UCR (Uniform Crime Reporting) methods of reporting criminal statistics mandated by state law. MICR information is reported to the National Incident Based Reporting System (NIBRS). MICR collects detailed information from each incident and provides a common denominator to allow law enforcement agencies to speak the same language regarding common crime problems or trends.

By adding the required data fields and edits to AICS, the collection of MICR becomes transparent to the AICS user. The AICS program will automatically report the mandated criminal statistics to MICR and NIBRS. This enforces our goal of "one-time" entry of incident information.